

INSTRUCTIONS TO APPLICANTS FOR RE-CERTIFICATION
PLEASE READ ALL INSTRUCTIONS PRIOR TO COMPLETING THIS APPLICATION

- All completed applications must be submitted to this office no later than February 29, 2016.
- If you are unable to file your application by the deadline for good cause, you must submit a letter to the Board requesting an extension. In that request, you must provide the good cause reason and the date on which you seek to file the application. This letter must be filed by February 12, 2016. An applicant who fails to file either an application for re-certification or a good cause request for an extension will no longer be able to hold himself or herself out as a certified attorney. An attorney who allows his or her certification to lapse and thereafter seeks to be certified shall be required to comply with all of the requirements for seeking an initial application for certification.
- The application fee is \$125.00 for each application, pursuant to RG. 501:2. If you are seeking re-certification for both civil and criminal trial attorney, the fee would be \$250.00. Checks should be made payable to "Secretary, Board on Attorney Certification."
- All responses must be typed. Handwritten applications will not be accepted for filing.
- Only members in good standing of the Bar of New Jersey are eligible to file an application.
- Each question must be answered or shown as "not applicable." Incomplete applications will be returned.
- SECTION III - PEER REVIEW - Please do not send reference letters with your application. This office will solicit statements of reference by mail and provide forms to each person listed in your application. Applicants are required to furnish accurate and current addresses for references.

Substitute names may be requested of the applicant if any references are non-responsive. In addition, the Certification Committees and the Board may seek references from other attorneys and judges familiar with the skills of the applicant.

- **SECTION IV - SUBSTANTIAL INVOLVEMENT AND SPECIAL COMPETENCE** - The percent requirement referred to in Section IV-A refers to the actual time you spent practicing law in your specific area of certification, and is not based on percentage of fees earned or number of cases handled.

Section IV-B requires you to give the approximate number of matters that you have participated in, and in what capacity, for the past five years in the categories listed.

Please refer to RG. 501:1 for an explanation of what the Board considers substantial involvement.

- **SECTION V - CONTINUING LEGAL EDUCATION** - This section requires you to list the continuing legal education courses you have attended since your initial certification/last recertification. If you plan to attend a course between now and the expiration of your certification, please list that information and furnish proof of attendance after completion of any course or courses.
- After filing, the accuracy of the information listed in the application will be verified by this office.
- Applicants will be notified by mail of the granting or denial of their recertification in due course.
- **CONFIDENTIALITY** - The identity of applicants and the contents of application forms, reference letters, and other pertinent information concerning applications for recertification will be treated confidentially by the Board, Committee members, and staff.
- Please note that, pursuant to RG. 701, the Board obtains information regarding the applicant from the Office of Attorney Ethics. In addition, the Board communicates the status of a certified attorney's application to other certifying organizations.